



PODDAR PROJECTS LIMITED

"PODDAR COURT", 9th Floor, 18, Rabindra Sarani, Kolkata - 700 001

CIN : L51909WB1963PLC025750

Phone : (033) 2225 0352 / 2225 4147 ♦ Fax : (033) 2225 0348

Email : bpp@bppgrp.com

Specimen letter for appointment of Independent Directors

Dated.....

Shri/ Smt.....
(Name of Independent Director)
Address'.....

Sub: Appointment as an Independent Director

Dear Sir/Madam

I, (Designation) of the Company, is pleased to confirm that the members of Poddar Projects Ltd. have approved your appointment as an Independent Director at theAnnual General Meeting held on

The purpose of this letter is to confirm the basis of your appointment. Please sign and return the attached copy as acknowledgement.

Term of Appointment

Your appointment is pursuant to the provisions of the Companies Act, 2013 and is initially for the period ofyears from the date of theAnnual General Meeting i.e. upto

You may resign by notice in writing at any time and, under the Companies Act, 2013 your appointment may cease in certain prescribed circumstances.

Role of Director

You will be expected to participate as an active member of the Board at:

- >>all Board meetings with due notice served.
- >>all Committee meetings of which you may become a member.
- >>all Annual General Meetings/Extra Ordinary General Meetings.

I expect that you fulfill your directorial duties, including adequately preparing for meetings, attendance and undertaking allocated follow-up tasks as and if necessary.

Disclosure

To enable compliance with the Companies Act, 2013, you are required to make disclosures as required under the Act.

Company Policies

As a Director of the Company you will be expected to act at all times in accordance with the Company's Constitution and comply with the Company's corporate policies and procedures that relate to your role as a Director covering such areas as corporate governance, privacy etc.

Confidentiality

In your role as a Director you will be in possession of confidential information about the Company and its affairs. You may only use that information in the proper performance of your duties or as required by law, you must not use it to gain advantage for yourself or others, or to the detriment of the Company.

All information acquired during your appointment is confidential to the Company and should not be disclosed either during your appointment or following termination (by whatever means) to third parties except as permitted by law. We look forward to your association with us.

Thanking You



Yours sincerely,

For Poddar Projects Ltd
Sd/-

Executive Director/Director